

S SPECIAL SERVICES**S000 Miscellaneous Services***S010 Indemnity Claims*

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2.0 GENERAL FILING INSTRUCTIONS**2.1 Who May File**

[Amend 2.1 by revising 2.1a and 2.1c to read as follows:]

A claim may be filed by:

a. Only the sender, for the complete loss of a registered, insured, COD, or Express Mail item (including merchandise return service parcels where special services were added and paid for by the sender).

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c. Only the merchandise return permit holder, for merchandise return service parcels that are registered or insured as indicated by the permit holder on the MRS label.

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*S070 Mixed Classes***1.0 BASIC INFORMATION****1.1 Priority Mail Drop Shipment**

[Amend 1.1 by replacing "Standard Mail (B)" with "Package Services"; no other changes to text.]

1.2 Special Handling

[Amend 1.2 by replacing "Standard Mail (B)" with "Package Services"; no other changes to text.]

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S500 Special Services for Express Mail

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[Amend 3.0 by changing "Standard Mail" to "Package Services"; no other changes to text.]

S900 Special Postal Services*S910 Security and Accountability**S911 Registered Mail***1.0 BASIC INFORMATION**

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1.5 Additional Services

[Amend 1.5 by adding new item f to read as follows:]

The following services may be combined with registered mail if the applicable standards for the services are met and the additional service fees are paid:

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f. Signature Confirmation.

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*S912 Certified Mail***1.0 BASIC INFORMATION**

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1.4 Additional Services

[Revise 1.4 to read as follows:]

The following services may be combined with certified mail if the applicable standards for the services are met and the additional service fees are paid:

- a. Return receipt.
- b. Restricted delivery.

[Add new 1.5 to specify that mailers may request a receipt after mailing to read as follows:]

1.5 Delivery Record

Mailers may request a verified delivery record after mailing under S915.

2.0 MAILING

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2.5 Procedure

[Amend 2.5 by revising 2.5a to read as follows:]

A mailer of certified mail must:

a. Enter on Form 3800 the name and complete address of the person or firm to whom the mail is addressed.

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*S913 Insured Mail***1.0 BASIC INFORMATION**

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1.2 Eligible Matter

[Amend 1.2 by changing the class names, removing the "Standard Mail Enclosed" marking requirement, and adding bulk insurance to Standard Mail to read as follows:]

The following types of mail matter may be insured:

- a. Package Services.
- b. First-Class Mail, if it contains matter that may be mailed as Standard Mail or Package Services.
- c. Standard Mail pieces subject to the residual shape surcharge (bulk insurance only).
- d. Official government mail endorsed "Postage and Fees Paid."

1.3 Ineligible Matter

[Amend 1.3 by revising 1.3f to read as follows:]

The following types of mail may not be insured:

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f. Standard Mail cards, letters, and flats (i.e., pieces that are not subject to the residual shape surcharge).

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1.5 Additional Services

[Revise 1.5 to read as follows:]

The following services may be combined with insurance if the applicable standards for the services are met and the additional service fees are paid:

- a. Delivery Confirmation.
- b. Parcel airlift (PAL) service.
- c. Restricted delivery (for items insured for more than \$50).
- d. Return receipt for merchandise (for items insured for up to \$50).
- e. Return receipt service (for items insured for more than \$50).
- f. Signature Confirmation.
- g. Special handling.

[Add new 1.6 to show that customers may request a delivery record after mailing to read as follows:]

1.6 Delivery Record

Mailers may request a verified delivery record after mailing under S915.

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4.0 DELIVERY

[Amend 4.0 by changing "parcel" to "item" to read as follows:]

An item insured for \$50 or less is delivered as ordinary mail. Delivery of insured mail is subject to D042.

*S914 Certificate of Mailing***1.0 BASIC INFORMATION****1.1 Description**

[Amend 1.1 to read as follows:]

Certificate of mailing service provides evidence that mail has been presented to the Postal Service for mailing.

Certificate of mailing service does not provide a record of delivery.

[Revise heading of 1.2 to read as follows:]

1.2 Eligible Matter—Bulk Quantities

[Amend 1.2 by clarifying text to read as follows:]

Form 3606 is used for a bulk mailing as a certificate to specify the number of pieces mailed. This certificate is provided only for a mailing of identical pieces of First-Class Mail, Standard Mail, and Package Services. This certificate states only the total number of articles mailed and must not be used as an itemized list. A certificate of mailing cannot be issued for a bulk mailing paid with a permit imprint.

[Revise heading of 1.3 to read as follows:]

1.3 Eligible Matter—Single Pieces

[Amend 1.3 by clarifying text to read as follows:]

Form 3817 is used for an individual certificate for single pieces of First-Class Mail (including Priority Mail) and Package Services. Privately printed forms also may be used.

[Revise heading of 1.4 to read as follows:]

1.4 Eligible Matter—Three or More Single Pieces

[Amend 1.4 by clarifying the first sentence to read as follows:]

When requesting a certificate of mailing for three or more pieces of single-piece rate mail presented at one time, a mailer may use Form 3877 (firm mailing book) or a privately printed facsimile, subject to payment of the applicable fee for each item listed.

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[Add new 1.7 to read as follows:]

1.7 Additional Services

The following services may be combined with certificate of mailing if the applicable standards for the services are met and the additional service fees are paid:

- a. Parcel airlift (PAL) service.
- b. Special handling.

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S915 Return Receipt

1.0 BASIC INFORMATION

1.1 Description

[Revise 1.1 to show that the return receipt is mailed back to sender:]

Return receipt service provides a mailer with evidence of delivery (to whom the mail was delivered and date of delivery). After delivery, the return receipt is mailed back to the sender. A return receipt requested before mailing also supplies the recipient's actual delivery address, if the delivery address is different from the address used by the sender. A return receipt may be requested before or after mailing.

[Revise 1.2 to read as follows:]

1.2 Eligible Matter

Return receipt service is available for Express Mail, First-Class Mail (including Priority Mail), and Package Services when purchased with one of the following services:

- a. Certified Mail.
- b. COD.
- c. Delivery Confirmation.
- d. Insurance (for more than \$50).
- e. Restricted delivery (for items insured for more than \$50).
- f. Return receipt for merchandise (for items insured for up to \$50).
- g. Signature Confirmation.

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[Add new 1.7 to show additional services to read as follows:]

1.7 Additional Services

The following special services may be combined with return receipt service if

the applicable standards for the services are met and the additional service fees are paid:

- a. PAL.
- b. Special handling.

2.0 OBTAINING SERVICE

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2.2 After Mailing

[Revise 2.2 to clarify how to apply for a delivery record after mailing:]

The mailer may request a delivery record after mailing. When a delivery record is available, the USPS provides the mailer information from that record, including to whom the mail was delivered and the date of delivery. A return receipt after mailing is not available for return receipt for merchandise service. The mailer requests a delivery record by completing Form 3811-A, paying the appropriate fee in R900, and submitting the request to one of the following offices:

a. For items mailed to an APO/FPO, U.S. territory or possession, or freely associated state (with the exception of Puerto Rico and the Virgin Islands), send the form to the office of delivery.

b. For items delivered prior to the activation of the new signature capture process, send the form to the office of delivery.

c. For items delivered after signature capture activation, send the form to any post office.

[Add new 2.3 to show the time limits for requesting a delivery record after mailing:]

2.3 Time Limit

A request for a return receipt after mailing for Express Mail must be submitted within 90 days after the date of mailing. All other requests must be submitted within 2 years from the date of mailing.

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S916 Restricted Delivery

1.0 BASIC INFORMATION

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[Revise the heading and text of 1.2 to clarify that restricted delivery cannot be used with Standard Mail to read as follows:]

1.2 Eligible Matter

Restricted delivery service is available for First-Class Mail (including Priority Mail) and Package Services that is sent COD, insured for more than \$50, registered, or certified.

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[Add new 1.7 to read as follows:]

1.7 Additional Services

In addition to the prerequisites listed in 1.2, the following services may be combined with restricted delivery if the applicable standards for the services are met and the additional service fees are paid:

- a. Delivery Confirmation.
- b. Parcel airlift service (PAL).
- c. Signature Confirmation.
- d. Special handling.

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S917 Return Receipt for Merchandise

1.0 BASIC INFORMATION

1.1 Description

[Add the following sentence after the first sentence:]

* * * After delivery, the return receipt is mailed back to the sender.

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[Revise heading of 1.2 to read as follows:]

1.2 Eligible Matter

[Amend 1.2 to add return receipt for merchandise service to Standard Mail:]

Return receipt for merchandise is available for merchandise sent as First-Class Mail (including Priority Mail), Standard Mail pieces subject to the residual shape surcharge, and Package Services.

1.3 Additional Services

[Amend 1.3 by clarifying text to read as follows:]

The following services may be combined with return receipt for merchandise if the applicable standards for the services are met and the additional service fees are paid:

- a. Delivery Confirmation.
- b. Insurance (for up to \$50).
- c. Special handling.

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[Add new 2.7 to specify how a mailer applies for a delivery record:]

2.7 Receipt Not Received

A mailer who did not receive return receipt for merchandise service for which the mailer had paid may request information from the delivery record using Form 3811-A. Any request must be filed within 2 years after the date of mailing. Mailers cannot request a delivery record unless the item originally was sent with return receipt for merchandise.

3.0 DELIVERY

[Amend 3.0 to delete information about delivery records to read as follows:]

Delivery of return receipt for merchandise mail is subject to D042.

*S918 Delivery Confirmation***1.0 BASIC INFORMATION**

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1.2 Eligible Matter

[Amend 1.2 by adding availability of electronic option to Standard Mail subject to residual shape surcharge to read as follows:]

Delivery Confirmation service is available for Priority Mail, Standard Mail pieces subject to the residual shape surcharge (electronic option only), and Package Services.

[Revise the heading and text of 1.3 to read as follows:]

1.3 Ineligible Matter

Delivery Confirmation is not available for the following:

- a. Mail addressed to APO/FPO destinations or to United States territories, possessions, and freely-associated states listed in G011 (except for Puerto Rico and U.S. Virgin Islands, to which service is available).
- b. Mail paid with precanceled stamps.
- c. Standard Mail cards, letters, and flats (i.e., pieces that are not subject to the residual shape surcharge).

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5.0 ACCEPTANCE

[Amend 5.0 by deleting the last sentence in 5.0a.]

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[Add new S919 for Signature Confirmation to read as follows:]

*S919 Signature Confirmation***1.0 Basic Information****1.1 Description**

Signature Confirmation service provides the mailer with information about the date and time an article was delivered, including the recipient's signature, and, if delivery was attempted but not successful, the date and time of the delivery attempt. A delivery record is maintained by the USPS and is available, via fax or mail, upon request. No acceptance record is kept at the office of mailing. Signature Confirmation service is available only at the time of mailing. Signature Confirmation service does not include insurance.

1.2 Eligible Matter

Signature Confirmation is available for Priority Mail and Package Services.

1.3 Service Not Available

Signature Confirmation service is not available for the following:

- a. Mail addressed to APO/FPO destinations or to United States

territories, possessions, and freely-associated states listed in G011 (except for Puerto Rico and U.S. Virgin Islands, to which service is available).

- b. Mail paid with precanceled stamps.

1.4 Service Options

The two Signature Confirmation service options are:

a. Retail option: Available at post offices at the time of mailing. A mailing receipt is provided. Mailers can access delivery information over the Internet at www.usps.com or by calling 1-800-222-1811 toll-free and providing the article number.

b. Electronic option: Available to mailers who apply identifying barcodes to each piece, establish an electronic link with the Postal Service to exchange acceptance and delivery data, provide an electronic file with Signature Confirmation that are entered for mailing, and retrieve delivery status information electronically. No mailing receipt is provided; the mailer's manifest serves as a receipt. Mailers can access delivery information over the Internet at www.usps.com or by calling 1-800-222-1811 toll-free and providing the article number.

1.5 Fees and Postage

The applicable Signature Confirmation fee in R900 must be paid in addition to the correct postage. The fee and postage may be paid with postage stamps, meter stamps, or permit imprint.

1.6 Additional Services

Signature Confirmation may be combined with:

- a. Collect on delivery (COD).
- b. Insured mail.
- c. Registered mail.
- d. Restricted delivery (if purchased with insurance for more than \$50, COD, or registry service).
- e. Special handling.

1.7 Where to Mail

A mailer may mail articles with retail option Signature Confirmation at a post office, branch, or station, or give articles to a rural carrier.

1.8 Firm Mailing Books

If three or more articles are presented for mailing at one time, the mailer may use Form 3877, Firm Mailing Book for Accountable Mail, provided by the Postal Service at no charge, or privately printed firm mailing bills. Privately printed or computer-generated firm mailing bills that contain the same information as Form 3877 may be used if approved by the local postmaster. The mailer may omit columns from Form

3877 that are not applicable to Signature Confirmation mail. Required elements are the package identification code (PIC), 5-digit destination ZIP Code, and applicable fees. If the mailer wants the firm mailing bills receipted by the Postal Service, the mailer must present the books with the articles to be mailed at a post office. The sheets of the books are the mailer's receipts. All entries made in firm mailing books must be made by typewriter or ink. Alterations must be initialed by the mailer and accepting postal employee. All unused portions of the addressee column must be obliterated with a diagonal line. A receipt is required for refund requests.

1.9 Signature Waiver

Customers may waive the recipient signature by indicating this in the prescribed location on the retail label or by placing the endorsement "WAIVER OF SIGNATURE REQUESTED" directly on the shipping label or package in accordance with M012. The endorsement must be printed consistent with the requirements for the carrier release endorsement. This option allows the delivery employee to sign for the article on the first delivery attempt to the listed address if the addressee or addressee's agent is not available to accept the shipment. Customers who waive the signature requirement must accept the delivery employee's signature and date of delivery as proof of delivery. For retail labels, detach both parts of the gummed label and attach to the mailpiece.

2.0 LABELS**2.1 Types of Labels**

Mailers may use one of the three Signature Confirmation label options shown in Exhibit 2.1. Additional information may be found in a supplement to Publication 91, Delivery Confirmation Technical Guide:

a. Form 153 obtained from the post office at no charge. This form may be used only with the retail option (see Exhibit 2.1a).

[Exhibit 2.1a, PS Form 153, will be published at a later date.]

b. USPS Label 315, available at no charge to electronic option mailers (see Exhibit 2.1b).

[Exhibit 2.1b, Label 315, will be published at a later date.]

c. Privately printed barcoded labels that meet the requirements in 2.0 and 3.0 (see Exhibit 2.1c).

[Exhibit 2.1c, Privately Printed Label, will be published at a later date.]

2.2 Label Placement

The barcoded label section of Label 315 or Form 152 must be placed either

above the delivery address and to the right of the return address or to the left of the delivery address. A privately printed Signature Confirmation label that is separate from a privately printed address label must be placed in close proximity to the address label. In all cases, the entire Signature Confirmation label must be placed on the address side of the mailpiece and not overlap any adjacent side.

3.0 BARCODES

3.1 Symbology

Labels printed by mailers must meet the following symbology requirements:

a. Mailers printing their own barcodes and using the retail option (1.4a) must print their barcodes using Automatic Identification Manufacturers' (AIM) Uniform Specifications for USS Code Interleaved 2 of 5.

b. Mailers printing their own barcodes and using the electronic option (1.4b) must use one of the following barcode symbologies: UCC/EAN 128, USS Code Interleaved 2 of 5, USS Code 39, or USS Code 128. Each barcode must contain a unique Package Identification Code (PIC) as specified in 3.2. The barcodes must meet the specifications in Publication 91.

3.2 Package Identification Code (PIC)

Each barcode symbology must contain a unique PIC:

a. For UCC/EAN 128, each barcode must contain a unique PIC and be made up of five fields totaling 22 characters. Additional information and specifications can be found in Publication 91. The five required data fields are:

(1) Application Identifier (AI): Two characters; identifies the article as a Signature Confirmation piece.

(2) Service Type Code (STC): two characters; identifies the type of product or service used for each item.

(3) Customer ID: nine characters; DUNS® number that uniquely identifies the customer.

(4) Package Sequence Number (PSN): eight characters; fixed sequential number.

(5) Modulus 10 Check digit: one character.

b. For USS Code Interleaved 2 of 5, USS Code 39, and USS Code 128, each barcode must contain a unique PIC and be made up of four fields totaling 20 characters. The four required data fields are fields 2 through 5 above. Additional information and specifications can be found in Publication 91. These symbologies do not use an Application Identifier (AI).

3.3 Printing

Labels printed by mailers must meet the following specifications:

a. Each barcoded label must bear a unique Signature Confirmation PIC barcode as specified in 3.2 and have "USPS SIGNATURE CONFIRMATION" printed between $\frac{1}{8}$ inch and $\frac{1}{2}$ inch above the barcode in minimum 12-point bold sans serif type. Human-readable characters that represent the barcode ID must be printed between $\frac{1}{8}$ inch and $\frac{1}{2}$ inch under the barcode in minimum 10-point bold sans serif type. These characters must be parsed in accordance with Publication 91. There must be a minimum of $\frac{1}{8}$ -inch clearance between the barcode and any printing. The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of the narrow bars or spaces must be at least 0.013 inch but no more than 0.021 inch. All bars must be at least $\frac{3}{4}$ inch high. Bold ($\frac{1}{16}$ inch minimum) bars must appear between $\frac{1}{8}$ inch and $\frac{1}{2}$ inch above and below the human-readable endorsements to segregate the Signature Confirmation barcode from other areas of the shipping label. The line length must be equal to the length of the barcode (see Exhibit 2.1b).

b. Each barcode must meet the requirements in 3.1 for the type of service requested.

c. Mailers must obtain Postal Service certification for each printer used to print barcoded Signature Confirmation labels. For certification, a mailer must forward for evaluation and approval 20 barcoded labels/forms generated by each printer to the National Customer Support Center (NCSC), Attention Barcode Certification (see G043 for address). The Postal Service will issue the mailer a PS Form 3152, Delivery Confirmation Certification, for each printer certified. All barcodes must be in accordance with 2.0 and 3.0. Further certification instructions are included in Publication 91.

d. Barcodes that do not meet specifications will not be accepted by the USPS. The USPS will contact the mailer if problems with the barcodes are found and will try to resolve the problem. The USPS may suspend a mailer's certification if electronic file quality does not meet specifications.

e. Mailers who have previously received certification for label printing under the Delivery Confirmation program must submit five Signature Confirmation labels to the NCSC (see G043).

4.0 ELECTRONIC FILE TRANSMISSION

Mailers must meet the following standards for electronic file transmission:

a. Publication 91 contains specifications for electronic file transmission. A test file transmission must be uploaded and approved before mailings begin. Upon certification, USPS will issue to the mailer a Form 3152 for the mailer's electronic file format.

b. Mailers using the electronic option will be required to transmit a file with a unique record for each article mailed. The USPS will contact the mailer if problems with the file are found and will try to resolve those problems. The USPS may suspend a mailer's certification if the electronic file quality does not meet specifications. In addition, USPS acceptance units will be notified to charge the customer the retail option Signature Confirmation fee.

c. Mailers who have previously received certification for electronic file transmission under the Delivery Confirmation program are not required to do any additional certification for Signature Confirmation service use.

5.0 ACCEPTANCE

Customers must meet the following requirements when presenting electronic option Signature Confirmation mail for acceptance:

a. Presorted or permit imprint mailings containing pieces for which fees are paid for Signature Confirmation service must be presented to a post office business mail entry unit (BMEU), detached mail unit (DMU) at the mailer's plant, bulk mail center or auxiliary service facility business mail entry unit, or other postal facility capable of properly verifying the mailing and at which the mailer has obtained the necessary permits or license and paid any applicable mailing fee.

b. Mailers who use the electronic option or print their own labels must submit a completed PS Form 3152 with each mailing. Each PS Form 3152 must contain the Signature Confirmation electronic file number or barcode equivalent, date of mailing, and, if available, the total number of Signature Confirmation pieces by class of mail. The barcode format must comply with standards in Publication 91.

*S920 Convenience**S921 Collect on Delivery (COD) Mail***1.0 BASIC INFORMATION****1.1 Description**

[Amend 1.1 to show the new \$1,000 limit for COD to read as follows:]

Any mailer may use collect on delivery (COD) service to mail an article for which the mailer has not been paid and have its price and the cost of the postage collected from the recipient. If the recipient pays the amount due by check payable to the mailer, the USPS forwards the check to the mailer. If the recipient pays the amount due in cash, the USPS collects the money order fee(s) from the recipient and sends a postal money order(s) to the mailer. The amount collected from the recipient may not exceed \$1,000. COD service provides the mailer with a mailing receipt, and a delivery record is maintained by the Postal Service.

[Amend 1.2 by replacing "Standard Mail (B)" with "Package Services" and "Special Standard Mail" with "Media Mail"; no other changes to text.]

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[Amend title of 1.4 by replacing "Other" with "Additional" to read as follows:]

1.4 Additional Services

[Amend 1.4 by clarifying the text to read as follows:]

The following services may be combined with COD if the applicable standards for the services are met and the additional service fees are paid:

- a. Delivery Confirmation (not available with Express Mail COD).
- b. Restricted delivery (not available with Express Mail COD).
- c. Return receipt.
- d. Signature Confirmation.

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S922 Business Reply Mail (BRM)

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3.0 POSTAGE AND FEES

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[Redesignate current 3.4 through 3.11 as 3.6 through 3.13, respectively. Add new 3.4 and 3.5 to read as follows:]

3.4 Quarterly Fee for High-Volume QBRM

Mailers may choose to pay a quarterly fee in addition to the annual accounting fee; payment of the quarterly fee entitles mailers to a lower per-piece charge. The quarterly fee (and annual accounting fee) must be paid at each post office where mail is returned and for each separate billing desired. Mailers are committed to the "quarterly fee system" only for the time they pay the quarterly

fee (i.e., mailers can opt out of the quarterly fee and high-volume QBRM per-piece charges by simply not paying the fee for the next quarter). The quarterly fee cannot be paid or renewed retroactively to receive a lower per-piece charge on pieces already paid for and delivered. The quarterly fee can be paid for any three consecutive calendar months.

3.5 Payment Period for Quarterly Fee

The quarterly fee must be paid in advance for at least one but no more than four quarterly periods. A quarterly period begins on either the first day of the month (if a mailer pays on or before the 15th of the month) or the first day of the following month (if a mailer pays after the 15th of the month) and continues for three consecutive calendar months. A mailer who pays the quarterly fee is entitled to the reduced per-piece charge from the date of payment through the end of the quarterly period.

[Amend the heading of redesignated 3.6 by adding "Weight-Averaging" to read as follows:]

3.6 Nonletter-Size BRM Weight-Averaging Fees

[Amend redesignated 3.6 by clarifying text to read as follows:]

A mailer must pay the annual BRM permit fee and the annual accounting fee when the bulk weight-averaging method for nonletter-size BRM in 7.0 is used. In addition, a maintenance fee must be paid monthly for each account to which postage and fees are charged on the basis of this method. * * *

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*S923 Merchandise Return Service***1.0 BASIC INFORMATION****1.1 Description**

[Amend 1.1 by replacing "Standard Mail (B)" with "Package Services" and "Special Standard Mail" with "Media Mail" and by deleting references to the per-piece fee to read as follows:]

Merchandise return service allows an authorized permit holder to pay the postage and special service fees on single-piece rate First-Class Mail, Priority Mail, and Package Services parcels that are returned by the permit holder's customers via a special label produced by the permit holder.

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1.3 Payment Guarantee

[Revise 1.3 read as follows:]

The permit holder guarantees payment of the proper postage and special service fees (except for insurance purchased by the sender) on

all parcels returned via a special label produced by the permit holder.

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1.8 Priority Mail Reshipment

[Amend 1.8 by replacing "Standard Mail" with "Package Services"; no other changes to text.]

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1.11 Mailer Markings and Endorsements

[Amend 1.11 to show that unmarked pieces will be treated as Parcel Post to read as follows:]

It is recommended but not required that permit holders preprint a rate marking on the merchandise return service labels they distribute. Preprinting a rate marking guarantees that returned parcels will be given service and charged postage according to the wishes of the permit holder. Regardless of weight, all unmarked parcels will be treated as Parcel Post and charged Parcel Post rates.

[Remove item 1.12.]

2.0 PERMITS

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2.3 Multiple Accounts

[Amend 2.3 to clarify the reference to the annual accounting fee:]

When an advance deposit account is kept at each entry location, a separate permit is needed and the annual merchandise return service permit and annual accounting fees must be paid at each office.

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2.7 Permit Cancellation

[Amend 2.7 to remove references to the per-piece fee and to delete the last sentence to read as follows:]

The USPS may cancel a permit if the permit holder refuses to accept and pay postage and fees on merchandise return service parcels, fails to keep sufficient funds in the advance deposit account to cover postage and fees, or distributes merchandise return labels or tags that do not meet USPS standards.

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[Revise 3.0 to read as follows:]

3.0 POSTAGE AND FEES**3.1 Postage**

Merchandise return service parcels are charged single-piece rate postage and special service fees based on the class or subclass marking on the label. If a parcel is unmarked, then it is charged Parcel Post rates. If the postage for the returned parcel is zoned and there is no way to determine where it was sent from (i.e., no postmark or

return address), then postage is calculated at zone 4 (for Priority Mail) or zone 4 Inter-BMC/ASF rates (for Parcel Post). Postage is deducted from an advance deposit account.

3.2 Per Piece Charge

There is no per piece charge for returned parcels.

3.3 Permit Fee

A permit fee is charged once each 12-month period on the anniversary date of the permit. The fee may be paid in advance only for the next year and only during the last 30 days of the current service period. The fee charged is that which is in effect on the date of payment.

3.4 Advance Deposit Account and Annual Accounting Fee

The permit holder must pay postage and special service fees through an advance deposit account and must pay an annual accounting fee (see R900). The accounting fee is charged once each 12-month period on the anniversary date of the initial accounting fee payment. The fee may be paid in advance only for the next year and only during the last 30 days of the current service period. The fee charged is that which is in effect on the date of payment. A separate advance deposit account for MRS is not required; the annual accounting fee is charged if MRS postage and fees are paid from an existing account.

4.0 ADDITIONAL FEATURES

[Amend heading of 4.1 by adding "Indicated by Permit Holder" to read as follows:]

4.1 Insurance Indicated by Permit Holder

[Amend 4.1 by clarifying text to read as follows:]

The permit holder may obtain insured mail service with MRS. Only Package Services matter (i.e., matter not required to be mailed at First-Class Mail rates under E110) may be insured. Insured mail may be combined with Delivery Confirmation and special handling, or both. To request insured mail service, the permit holder must preprint or rubber-stamp "Insurance Desired by Permit Holder for \$ (value)" to the left of and above the "Merchandise Return Label" legend and below the "Total Postage and Fees Due" statement on the merchandise return label. The value part of the endorsement, showing the dollar amount of insurance for the article, may be handwritten by the permit holder. If insurance is paid for by the MRS permit holder, then only the

MRS permit holder may file a claim (S010).

[Remove current 4.2. Add new 4.2 to read as follows:]

4.2 Insurance Added by Sender

If the permit holder has not indicated insured mail service on the MRS label, then the sender has the option of adding insurance and paying the applicable insured fee. If insurance is paid by the sender, then only the sender may file a claim (S010). The permit holder pays postage upon receipt, but does not pay the insured fee when insurance is added by the sender.

[Revise the title of 4.3 to read "Insured Markings"; no other changes to text.]

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5.0 FORMAT

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5.6 Format Elements

[Amend 5.6 by revising 5.6c to clarify that rate markings are optional on MRS labels.]

Format standards required for the merchandise return label are shown in Exhibit 5.6a, Exhibit 5.6b, Exhibit 5.6c, and Exhibit 5.6d, and described as follows:

* * * * *

c. Rate Marking. If the rate marking recommended in 1.11 is used, it must be placed in the space to the right and above the "Merchandise Return Label" legend. The marking must be at least 3/16 inch high and printed or rubber-stamped. Only the permit holder may apply this marking.

* * * * *

[Amend the postage and fee markings shown in 5.6d(2) to remove the entry for the merchandise return service fee.]

[Amend the postage and fee markings shown in 5.6e(2) to remove the entry for the merchandise return service fee.]

[Amend Exhibits 5.6a, 5.6b, 5.6d, and 5.6d to remove the entry for the merchandise return service fee.]

* * * * *

S924 Bulk Parcel Return Service

1.0 BASIC INFORMATION

1.1 Description

[Amend 1.1 to change "Standard Mail (A)" to "Standard Mail" and to add payment information:]

Bulk parcel return service (BPRS) allows mailers of large quantities of Standard Mail machinable parcels that are either undeliverable-as-addressed or opened and remailed by addressees to be returned to designated postal facilities. The mailer has the option of

picking up all returned parcels from a designated postal facility at a predetermined frequency specified by the Postal Service or having them delivered by the Postal Service in a manner and frequency specified by the Postal Service. For this service a mailer pays an annual permit fee and a per piece charge for each parcel returned. Payment for the returned pieces is deducted from an advance deposit account.

1.2 Availability

[Amend 1.2 by replacing "Standard Mail (A)" with "Standard Mail" and "Standard Mail (B)" with "Package Services" in 1.2i; no other changes to text.]

* * * * *

[Add new 1.4 to indicate that bulk parcel return service cannot be used with special services to read as follows:]

1.4 Special Services

Special services cannot be added to pieces sent through bulk parcel return service.

* * * * *

[Amend 3.0 by replacing "Postage" with "Charges" to read as follows:]

3.0 CHARGES AND FEES

* * * * *

[Renumber current 3.2 as 3.5. Add new 3.2 through 3.4 to clarify the per-piece charges and to describe the new annual accounting fee to read as follows:]

3.2 Per-Piece Charge

Each piece returned through BPRS is charged only the per-piece charge in R900. Postage is not charged for pieces returned through BPRS.

3.3 Advance Deposit Account

The permit holder must pay BPRS fees through an advance deposit account and pay an annual accounting fee (see R900). This fee covers the administrative cost of maintaining the account and provides the mailer with a single accounting of all charges deducted from that account. The accounting fee is charged once each 12-month period on the anniversary date of the initial accounting fee payment. The fee may be paid in advance only for the next year and only during the last 30 days of the current service period. The fee charged is that which is in effect on the date of payment.

3.4 Existing Advance Deposit Account

A separate advance deposit account for MRS is not required; the annual accounting fee is charged if MRS

postage and fees are paid from an existing account.

[Amend the title and content of renumbered 3.5 to clarify the payment guarantee to read as follows:]

3.5 Payment Guarantee

The permit holder guarantees payment of all applicable fees. The post office returns MRS items to the permit holder only when there are sufficient funds in the advance deposit account to pay the fees on returned pieces.

* * * * *

5.0 FORMAT

[Amend Exhibit 5.0 to change the class marking to "Standard Mail."]

* * * * *

5.4 Class Endorsement

[Amend 5.4 to change "STANDARD MAIL A" to "STANDARD MAIL." No other changes to text.]

* * * * *

S930 Handling

1.0 SPECIAL HANDLING

* * * * *

1.2 Availability

[Amend 1.2 by replacing "Standard Mail (B)" with "Package Services" and "Special Standard Mail" with "Media Mail"; no other changes to text.]

1.3 Additional Services

[Amend 1.3 to clarify the opening sentence, to change "Standard Mail (B)" to "Package Services," and to add Signature Confirmation to read as follows:]

The following special services may be combined with special handling if the applicable standards for the services are met and the additional service fees are paid:

- a. COD.
- b. Delivery Confirmation.
- c. Insurance.
- d. PAL (for Package Services only).
- e. Return receipt for merchandise.
- f. Signature Confirmation.

* * * * *

[Add new 1.7 to clarify that the nonmachinable surcharge is not charged on pieces sent special handling:]

1.7 Nonmachinable Parcels

The Parcel Post nonmachinable surcharge is not charged on parcels sent special handling.

2.0 PARCEL AIRLIFT (PAL)

* * * * *

[Amend 2.2 by replacing "Standard Mail (B)" with "Package Services"; no other changes to text.]

2.3 Additional Services

[Amend 2.3 to clarify the opening sentence to read as follows:]

The following special services may be combined with PAL if the applicable standards for the services are met and the additional service fees are paid:

* * * * *

An appropriate amendment to 39 CFR to reflect these changes will be published if the proposal is adopted.

Stanley F. Mires,

Chief Counsel, Legislative.

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